

RESOURCE AND PROGRAM DEVELOPMENT COORDINATOR

NATURE OF WORK

This is responsible professional and administrative work coordinating program and resource development for the City-County Health Department.

Work involves responsibility for planning and coordinating program and resource development for the City-County Health Department; assisting the Director and Assistant Director in the overall formulation, modification and improvement of program and resource development for the department; seeking and writing grant applications; coordinating and administering department-wide grants; coordinating funding between divisions and programs within the Department, and other agencies within the community involved in similar programs. An employee in this class exercises considerable independent judgment and initiative within the framework of established policies, City Code, legislative and regulatory requirements. Work is performed under the general policy direction of the Director and Assistant Director with work being reviewed in the form of conferences, reports and review of goals achieved. Supervision may be exercised over professional, technical and clerical subordinates.

EXAMPLES OF WORK PERFORMED

Performs multifaceted, department-wide program and resource development assignments.

Assists the Director and Assistant Director in administering the Department's strategic plan, and in monitoring state and federal legislation and corresponding funding opportunities.

Assists the Director and Assistant Director, in collaboration with division heads, in assessing department development needs; facilitates the development of programs in keeping with the overall mission of the department.

Advises and cooperates with City-County officials, business and community leaders in connection with facilitating agreement and negotiations related to program and resource development; coordinates the review and analysis of program development.

Conducts professional presentations for and prepares communications to the Mayor, City Council, County Board, Board of Health, elected officials, businesses, neighborhood and other community groups related to grant writing, resource and program development.

Prepares comprehensive reports based on careful research and study of specific Department needs; provides guidance to department staff on short range and/or long range planning.

Plans, organizes and assists with directing the activities of strategic planning and Healthy People 2010 initiatives.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of program development and evaluation, grant writing and management.

Thorough knowledge of financial management including budget development, billing and collection systems, contract, grant development and management.

Thorough knowledge of the functions, programs and services provided by the Department and by various community agencies to facilitate the development of programs in partnership with those agencies.

Thorough knowledge of federal and state legislative processes that effect funding and program development.

Thorough knowledge of the principles and methods of organizational development and management.

Considerable knowledge of local, state and federal laws and regulations pertaining to program development, management and delivery of services.

Considerable knowledge of current trends and developments in the field of public health.

Ability to supervise professional, technical and clerical staff.

Ability to anticipate problems and visualize adequate and appropriate solutions.

Ability to make professional and administrative decisions within the framework of department policy.

Ability to present ideas concisely and effectively both orally and in writing to the general public, professional organizations, various governmental departments, and elected officials.

Ability to establish and maintain effective working relationships with co-workers, community agencies, government officials, the City Grants Administrator and City contracted fund raiser.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Masters degree in public health, public administration, the human or behavioral sciences or related field plus extensive experience in grant writing, program development and administration including supervisory responsibilities.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university in public health, public administration, the human or behavioral sciences or related field and considerable experience in grant writing, program development and administration; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____

Department Head

Personnel Director

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